

## Job Vacancy Notice

Listing Number: TOB #21-01

Posting Date: Jan 21, 2021

Starting Wage: \$1,806/Month @ 20 Hrs/Week

Closing Date: OPEN UNTIL CLOSED

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Texas Optometry Board  
333 Guadalupe Street, Suite 2-420  
Austin, TX 78701-3942  
512-305-8500

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**Position Title: Chief Accountant (Part Time-Acct III)      Classification Number: 1014, Group B17**

Work Address: Texas Optometry Board, 333 Guadalupe St., Ste. 2-420, Austin, TX 78701

Person to Contact: Kelly Parker, Executive Director, 512.305.8502

### **JOB SUMMARY**

The Chief Accountant performs moderately complex accounting work on a part-time basis (20 hours per week) for the Texas Optometry Board. Work involves preparation of financial statements and reports, also includes but is not limited to: deposits, accounts payables, purchase orders, monthly payroll and miscellaneous reports. Chief Accountant acts as Property Manager and Benefits Coordinator. Chief Accountant is responsible for overseeing and assisting with AFR and LAR processes along with LBB financial reports and processes. The Chief Accountant works under general supervision with limited latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS.**

- A. Prepares periodic status analyses of funds and expenditures; reviews and audits completed financial documents and records for accuracy and compliance with state and federal laws and departmental standards, policies and procedures, and rules and regulations; and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
- B. Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs; researches and reconciles discrepancies and reports findings; and prepares and maintains financial records and files to include automated information systems.
- C. Analyzes, consolidates, and interprets financial data; prepares financial statements, reports, cost data, and budget items; prepares letters of procedural instruction, manual revisions, and related forms; and maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.
- D. Provides training and technical assistance to agency administrative, supervisory, and technical staff regarding financial and accounting matters.
- E. Performs a variety of marginal duties not listed, to be determined and assigned as needed.

### **QUALIFICATIONS (Education, experience, knowledge and skills.).**

#### **A. Minimum Qualifications.**

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each

year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Two years full-time, wage-earning accounting, auditing, or statistical analysis experience.
3. Experience with accounting principles and procedures.

**B. Preferred Qualifications.**

1. Experience with accounting principles and procedures; preference for governmental accounting experience (CAPPs-Financials, USAS, USPS & SPA).
2. Experience with Microsoft Office Suite applications such as Excel, Word and PowerPoint.
3. Excellent verbal and written communication skills.

**C. Knowledge and Skills.**

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of governmental accounting principles and procedures preferred.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Knowledge of creating quarterly financial reports for Board approval.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill in the electronic transmission of communications.
14. Skill to audit completed financial records for accuracy and compliance with state and federal laws and established departmental procedures and regulations.
15. Skill to analyze, consolidate, and interpret financial data.
16. Skill to perform complex accounting transactions.
17. Skill to research and resolve discrepancies and inquiries.

**ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION.**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.

**MILITARY OCCUPATION CODES.**

Army: 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y; Navy: AZ, 641X, LS, 741X CWO, MCMass, PS, RP, SN, YN, YNS; Coast Guard: 360, 018, YN; Marine Corps: 0100, 0102, 0111, 0170, 3372, 4430, 6046; Air Force: 3A1X1, 8A200

**HOW TO APPLY.**

Submit an original signed State of Texas Application, cover letter and three professional references by e-mail (Kelly.parker@tob.texas.gov) or mail to the Texas Optometry Board, 333 Guadalupe Street, Suite 2-420, Austin, Texas, 78701. Resumes will not be accepted in lieu of a State of Texas Application. State applications are available at the Optometry Board's website: [www.tob.texas.gov](http://www.tob.texas.gov) Select the "Everyone" Quicklink. Applicants will be notified if selected for interview. If ADA accommodation(s) are needed, contact Vincent Piña (512-305-8503).

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